

CRIS Medication Ordering Tips

General

- Use **Quick Orders** whenever possible. You can adjust these orders prior to submitting them, if necessary.
- **Do not mix session types.** You must enter take-home medications separately from other orders.
- When using the **REORDER** function, please review the entire order before submitting. Please be sure to remove or change any entries not relevant to that order (i.e. if you start with a Take-Home order and REORDER it to become an inpatient order, please 'uncheck' the Take-Home checkbox, remove the quantity, and remove any other information related to the take-home section of the form).

All Orders

- **Dose Field** – Value entered should match the # of tabs/caps/mLs per dose times the strength (see below).

10mg every 6 hours	20mg every 6 hours	Incorrect
Strength: 10 mg tablet ★ Dose: 10 ★ Unit: mg ★ Tabs/Caps per Dose: one tablet ★ Route: by mouth Route Modifier: ★ Frequency: every 6 hours	Strength: 10 mg tablet ★ Dose: 20 ★ Unit: mg ★ Tabs/Caps per Dose: two tablets ★ Route: by mouth Route Modifier: ★ Frequency: every 6 hours	Strength: 10 mg tablet ★ Dose: 10 ★ Unit: mg ★ Tabs/Caps per Dose: two tablets ★ Route: by mouth Route Modifier: ★ Frequency: every 6 hours

- When using the '**One Time Dose**' frequency, always complete the Order Priority/Start Time field with '**Give(n) at**' even though it's not a required field.
- **STAT** and **NOW** should only be used with the '**One Time Dose**' frequency.
- Currently, the system uses pre-set start times for the frequencies (i.e. 'every 12 hours' is set to 9AM and 9PM). You can modify the start time for the 'every X hour' frequencies by selecting '**Start at**' from the 'Order Priority/Start Time' field.
- Anything typed in the '**Administration Instructions**' field will print on the label that is attached to the product.
- For oral and topical '**Non-formulary**' medications, remember to include the drug name, strength, and dosage form in the 'Requested non-formulary drug' field.

Take Home Medications

- Use TAKE HOME MEDICATION session type for ALL take-home medication orders.
- The '**Quantity**' and '**Take-home Units**' fields must be completed for all take-home medication orders. (Sometimes these are not pre-filled in the Quick Order Sets)